



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1600.5
Effective Date: May 23, 2005
Expiration Date: October 1, 2006**

Responsible Office: Office of Human Capital Management

Subject: Workplace Violence and Threatening Behavior

1. PURPOSE

To maintain a safe work environment at Langley Research Center (LaRC) that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

2. SCOPE

This directive is applicable to all civil service and contractor employees and visitors to the LaRC.

3. POLICY

Acts of violence, threats, harassment, intimidation, and other disruptive behavior at LaRC are prohibited and will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. Any such behavior either observed or experienced on LaRC premises must be reported. All reports of incidents will be taken seriously and will be dealt with appropriately. An Incident Response Team will address all reported incidents.

4. AUTHORITY

- a. OSH Act Section 5(a)(1) or P.L. 91-596.
- b. 5 CFR 752 - Adverse Action.
- c. NPR 3752.1, "Disciplinary and Adverse Actions."
- d. NPD 1800.2, "NASA Occupational Health Program."
- e. NPD 1600.2, "NASA Security Policy."
- f. NPR 1620.1, "Security Procedural Requirements."
- g. LAPD 1600.3, "Langley Research Center (LaRC) Security Policy."

5. REFERENCES

United States Office of Personnel Management, Office of Workforce Relations, OWR-09, dated February 1998, Dealing with Workplace Violence.

6. RESPONSIBILITIES

a. Office of Human Capital Management

(1) Director, Office of Human Capital Management

Implement and manage the LaRC Workplace Violence and Threatening Behavior Policy.

(2) Occupational Health Services Office

(a) Promote the presence and services of LaRC's Employee Assistance Program (EAP).

(b) Participate on Incident Response Teams.

(3) Organizational Development & Workforce Relations Branch (ODWRB)

(a) Assist managers and supervisors in implementing disciplinary procedures when LaRC civil service employees engage in workplace violence or threatening behavior.

(b) Coordinate supervisory training for Workplace Violence and Threatening Behavior.

(c) Provide annual awareness of LaRC Workplace Violence and Threatening Behavior policy to Center personnel.

(d) Participate on Incident Response Teams.

b. Security & Program Protection Services

(1) Participate on Incident Response Teams.

(2) Deny Center access to individuals deemed to present a potential threat to Center occupants.

c. Office of Chief Counsel

(1) Provide legal advice in the development, implementation, and administration of LaRC's Workplace Violence and Threatening Behavior Policy.

- (2) Provide legal advice in investigations of alleged violations of LaRC's Workplace Violence and Threatening Behavior Policy.
- (3) Provide legal advice to Personnel Management Branch, OHCM, in its resolution of personnel issues involving violations of LaRC's Workplace Violence and Threatening Behavior Policy.
- (4) Participate on Incident Response Teams.
- (5) Provide legal advice to Office of Procurement in its resolution of allegations involving contractor personnel.

d. Supervisors (Civil Service and Contractor)

- (1) Report threatening behavior to Head, Personnel Management Branch, 864-2558, for advice regarding investigating the incident and initiating appropriate action.
- (2) Report immediately any workplace violence to the Emergency Dispatch Office (Extension 911 on-site or 864-5600 off-site).
- (3) Monitor and report any changes in employee behavior patterns which exhibit the potential for workplace violence or threatening behavior to Head, Personnel Management Branch, 864-2558.
- (4) Initiate disciplinary action for acts of violence and threatening behavior in coordination with the Personnel Management Branch.

e. LaRC Civil Service Personnel, Contractor Employees, and Visitors (hereafter referred to as "LaRC Personnel")

- (1) Refrain from engaging in any form of workplace violence or threatening behavior.
- (2) Avoid confrontation with any individuals displaying threatening behavior or committing workplace violence.
- (3) Refrain from handling a potentially violent incident on their own.
- (4) Report incidents of threatening behavior to the Head, Personnel Management Branch, 864-2558.
- (5) Report immediately any workplace violence to the Emergency Dispatch Office (Extension 911 on-site or 864-5600 off-site).

(6) Report immediately any suspected violations of the LaRC prohibition on the possession of firearms and other dangerous weapons to the Emergency Dispatch Office (Extension 911 on-site or 864-5600 off-site).

f. Office of Procurement

Resolve allegations of violations in accordance with applicable governing contract terms and conditions.

g. Office of Equal Opportunity Programs

Consult, as requested, on investigations and resolutions.

h. Safety and Facility Assurance Office

Consult, as requested, on investigations and resolutions.

7. VIOLATIONS

a. Violations of this policy by LaRC civil service personnel may result in disciplinary actions up to and including removal from the Federal Service and the permanent denial of Center access.

b. Violations of this policy by LaRC contractor personnel may result in the permanent denial of Center access by the employee.

c. Violations of this policy by visitors may result in the permanent denial of Center access by the violator.

d. Violation of this policy may result in criminal action against offenders.

8. RECISION

LAPD 1600.5, dated January 28, 2005.

original signed on file

Jeremiah F. Creedon
Director